



BOARD MINUTES	
Present: In Person: John Lyons, Jim Shipley, Mary Reader, Jason Ward Zoom: Sandra Hamilton, Caroline Monsell, Stephanie MacLaren, Heather Temple	
Staff Participants: In Person: Mark Graham, Ellen Watkins, Karen Wolff	
Regrets: Jessica Drover, Matt Wilkins	
Guest(s): Shari Warfield, Manager of Dual Diagnosis Services	
Chair: John Lyons, President Co-Chair:	Recorder: Karen Wolff, Executive Administrative Assistant
Item / Topic	Discussion / Decision / Action / Motion
Welcome and Introductions	<ul style="list-style-type: none"> John extended a warm welcome to Jason Ward to his first board meeting. A round table of introductions was conducted.
1. Call to Order	<ul style="list-style-type: none"> Call to order at 5:00pm. Quorum met.
2. Land Acknowledgement	<ul style="list-style-type: none"> Jim Shipley presented the Land Acknowledgement with a personal reflection.
3. Declaration of Conflict	<ul style="list-style-type: none"> None
4. Approval of February 15, 2023 Agenda	<p>Motion: To approve the February 15, 2023 agenda with 'Community Health Centre' added under New Business.</p> <p>Moved: Mary Reader</p> <p>Seconded: Jim Shipley</p> <p>Carried</p>
5. Board Volunteer Hours	<ul style="list-style-type: none"> Caroline Monsell (4), Heather Temple (4), Jason Ward (2.5), Jessica Drover (A), Jim Shipley (6), John Lyons (9), Mary Reader (8), Matthew Wilkins (A), Sandra Hamilton (4), Stephanie MacLaren (3)
Quality Improvement – Program Presentation	
6. a) Quality Assurance Measures (QAM) – MCCSS mandatory annual training b) Dual Diagnosis	<ul style="list-style-type: none"> Shari Warfield, Manager of Dual Diagnosis Services, presented the mandated annual training on Quality Assurance Measures (QAM) regulations, and also presented a Quality Improvement (Q.I.) PowerPoint presentation on Dual Diagnosis to the board of directors identifying/highlighting: <p><u>Quality Assurance Measures:</u></p> <ul style="list-style-type: none"> That the DSO help adults with developmental disabilities connect to services and supports (agencies) in their community. The DSO advises CMHA HKPR of approved applicants requiring services and supports. That Quality Assurance Measures are rules and regulations that help agencies and Developmental Services Ontario (DSO) provide high quality services and supports and meet set standards.



- CMHA HKPR's Dual Diagnosis Case Management Team and the Community Participation Support Services are funded through the Ministry of Children, Community and Social Services (M.C.C.S.S.), and the Q.A.M. Regulations are specific to those programs.
- The M.C.C.S.S. conducts compliance reviews that began in 2014 to ensure that all M.C.C.S.S. funded agencies are compliant with the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008 – Ontario Regulation 299/10 – Quality Assurance Measures.
- Q.A.M. requires written evidence that clients receive annual information, so operational processes and procedures have been developed to ensure this.
- Staff, board and volunteers also receive mandated annual information on Q.A.M. policies and training specific to their roles in supporting individuals with developmental disabilities.
- CMHA HKPR utilize the Ontario Common Assessment of Need (OCAN) to complete the Individual Support Planning (ISP).
- All M.C.C.S.S. supported individuals in the Trustee program will have a year's worth of financial records reviewed by a third party for valid client expenditures. This annual audit of financial records is presented to the Board of Directors at their May board meeting for approval. Finance students are conducting the audits this year.
- The board of directors, as part of their board orientation, are required to read and provide written acknowledgment for review of all (23) Q.A.M. policies. This written evidence is secured in board members personal files with the executive administrative assistant. To date, all current board members have completed and signed their review of all (23) Q.A.M. policies upon orientation with the exception of newest board member, Jason Ward, who is currently going through his orientation process.
- As part of annual M.C.C.S.S. requirements, Q.A.M. training is held in February of every year for board members. All board members annually review two required Q.A.M. policies: (1) Abuse Prevention, Reporting and Investigation and (2) Mission, Vision, Values and Rights. Confirmation of board members' review is evidenced in the iTacit report provided therein, and in today's board minutes.
- Shari presented a PowerPoint presentation on the "Introduction to Quality Assurance Measures (Q.A.M.) Regulations" to board members as part of their annual Q.A.M. training. This presentation included review of the following topics:
 - Provision of Public Health Information
 - Monitoring and Documentation of Health Concerns and Emergency Medical Services
 - Staff Training and Records (NVCI and First Aid training)
 - Medication Safety
 - Reporting Abuse
 - Confidentiality and Privacy
 - Safety Around Agency-Owned and Operating Buildings and Safety of Supported Individuals



	<ul style="list-style-type: none"> - Human Resource Practices - Service Records/Client Files - Included review of Behaviour Intervention Strategies, Behaviour Support Plans, and Third Party assistance (Ethics Committee) surrounding behavior plan reviews. - There are no Third Party Agreements at this time. - Suspected signs of client abuse is reported directly to police rather than staff intervening. <p><u>Dual Diagnosis Program:</u></p> <ul style="list-style-type: none"> • Shari conducted a PowerPoint presentation on Dual Diagnosis Programs and Services including: <ul style="list-style-type: none"> - Dual Diagnosis Case Management Program - Housing Programs (Barker Avenue and Stewart St.) - Community Participation Supports • Dual Diagnosis Case Management supports adults living with a dual diagnosis (developmental disability and mental health issues) through a Supported Independent Living (S.I.L.) program. Case Managers provide client-centred support services that promote stabilization and independent living as mandated by the Ministry of Children, Community and Social Services. Intake is completed through Developmental Services Ontario (DSO). • Program funding is entirely from the MCCSS at \$1,061,608 for Dual Diagnosis Case Management and \$52,997 for Community Participation Supports. • Staffing and program restructuring are part of a Quality Improvement project. Going back to Case Managers at George Street with caseloads instead of in-home supports that were provided during Covid. • The office at Barker is being turned into an apartment for clients. • No longer using OPOC (Ontario Perception of Care) tool. Getting feedback from clients instead. • The program restructuring is providing opportunity to support more clients without additional funding or staffing. Keeping clients safe while still providing supports and groups. • Passport dollars are now used for each client, which provides the client with a trust fund to decide what they would like to do or buy (i.e. go to a movie, programs, services, buy clothing etc.,). Promotes independence. (14) clients are involved in the day program. • There are 6-8 clients assigned per worker in Peterborough. • A Question and Answer period followed.
7. Board Discussion Q.I. Program Presentation	<ul style="list-style-type: none"> • Board members extended their congratulations on a successful program. • Glad to see that clients have their own passport dollars to promote their independence and do what they enjoy doing instead of imposed day programming group activities.



<p>8. Consent Agenda Acceptance a) Board minutes from January 18, 2023 b) CEO Report – February 2023</p>	<p>Motion: To accept the following Consent Agenda items as presented: a) January 18, 2023 board meeting minutes b) CEO Report Moved: Sandra Hamilton Seconded: Mary Reader Carried</p>
<p>9. Items Extracted from the Consent Agenda</p>	<ul style="list-style-type: none"> • Mark reviewed the Residential Addiction Services Program Proposal to the Ministry of Health (MOH) with board members. • This is a collaborative project with Four Counties Addiction – Treatment Services (Fourcast) and CMHA HKPR. • Hoping to secure \$1,138,800.00 from the MOH to begin the development of (6) detox beds in Peterborough to service the HKPR catchment. • If successful in receiving these funds, this will allow us to build on this initiative and be eligible for future expansion of addiction services. • Per MPP, Dave Smith, there is a shortfall of funding in the amount of \$300,000.00. • Peterborough City and County Council have approved \$100,000.00 per year, for two years, towards this shortfall. • Capital projects are not financially covered (i.e. fridge/stove/dryer etc.). • Retrofits will be required and staffing. Waiting on procurement of funds. • Completion of project – possibly Fall 2023.
<p>10. Monthly Financial Report a) Statement of Revenue & Expense - Ministry Funded b) Statement of Revenue & Expense - Other Funded c) Statement of Revenue & Expense - Fundraising/Fund Development for month ending January 31, 2023</p>	<ul style="list-style-type: none"> • Mary Reader reviewed the following financial statements with board members: • a) Statement of Revenue & Expense – Ministry Funded • b) Statement of Revenue & Expense – Other Funded • c) Statement of Revenue & Expense – Community Engagement • d) Financial Report – (Narrative) April 1, 2022 to January 31, 2023 • New financial analyst starting in February. • Reconciling work to prepare for audit. • Supporting year end spend. • Provided project update for the Ontario Health Surplus Fund



d) Financial Report - (Narrative) for January 31, 2023	<p>Motion: To accept the above-noted Statements of Revenue & Expense and Financial Report for month ending January 31, 2023.</p> <p>Moved: Caroline Monsell</p> <p>Seconded: Stephanie MacLaren</p> <p>Carried</p>
11. Urgent Matter	<ul style="list-style-type: none"> None
Business Arising	
12. a) None	<ul style="list-style-type: none"> None
New Business	
13. a) Steps to Recovery – Sheri’s Story	<ul style="list-style-type: none"> Ellen shared Sheri’s heartwarming ‘Steps to Recovery’ story with board members via video and written document. Sheri’s story is showcased on the CMHA HKPR website: Steps to Recovery - CMHA - Haliburton, Kawartha, Pine Ridge (cmhahkpr.ca)
13. b) Signing Authority – Director of Programs and Services (review/approve)	<ul style="list-style-type: none"> Require motion from the board of directors to initiate signing authority for Tracy Graham, Director of Programs and Services and removal of Gord Langill, Director of Programs and Services, as signing authority. <p>Motion: To approve the addition of Tracy Graham, Director of Programs and Services, and the removal of Gord Langill, Director of Programs and Services, as signing authorities for all CMHA HKPR bank accounts.</p> <p>Moved: Mary Reader</p> <p>Seconded: Jim Shipley</p> <p>Carried</p>
13.c) Strategic Plan/Operational Planning Update	<ul style="list-style-type: none"> Ellen provided a Strategic and Operational Plan organizational roll out update to the board of directors. CMHA HKPR has enlisted the artistic services of illustrator, live event artist & muralist, Jason Wilkins to ‘tell our story’ on canvas. A strategic plan is a story of the future and a story of the journey that we must undertake to reach it. When the project is completed, there will be a variety of 15 painted canvases representing management and program teams illustrating their strategic and operational stories. The canvases will be available for viewing at the All Staff Meeting/Art Gallery in April 2023, and again the first week in May during Mental Health Week on the first Friday. As part of the strategic/operating plan journey, the board of directors would like to participate in creating a ‘storytelling’ canvas with illustrator, live event artist & muralist, Jason Wilkins. <p>Action: Karen will send out a Doodle poll to board members for an ideal date to hold ‘Storytelling’ with</p>



	Jason Wilkins.
13.d) Community Health Centre (CDC) – addendum item	<ul style="list-style-type: none"> • Mark announced that Peterborough is seeking \$8.2 million annual investment to fund a Community Health Centre (CHC), providing primary health care to 6,000 marginalized individuals. • A proposal was submitted by the Peterborough Ontario Health Team (OHT) on August 5, 2022 to Ontario Health. • Peterborough County is the largest centre in South Central Ontario without a CHC. • The lack of a CHC is contributing to poor health outcomes. • Peterborough Public Health Unit ranked 3rd highest in terms of average opioid related deaths (between July 2017-June 2018). • The proposed Peterborough CHC will focus on serving 6,000 marginalized individuals, act as an anchor to integrate health care with other social services in the city and for rural residents in Peterborough County reducing the burden on our hospital, and attract physicians in serving disadvantaged populations within a supportive team. • Hope to get funding for CHC next year. • Dr. Jim Shipley is one of four people on the CHC Board of Directors, who has participated in this healthcare working group for a year. • For more information, sign up for the CHC newsletter at: www.ptbochc.ca or email: info@ptbochc.ca
Correspondence	
14. a) Peterborough Police Services Donation Notification and Acceptance Letter	<ul style="list-style-type: none"> • The Peterborough Police Services board approved a \$1,000 donation to CMHA from the Auction Fund in honour of Deputy Chief Tim Farquharson's retirement. • The \$1,000 donation will be targeted to support the Mobile Crisis Intervention Team (MCIT) between the Peterborough Police Service and CMHA HKPR. • Tim has been a strong advocate and supporter for the MCIT comprised of front-line officers and social worker/nursing positions.
14.b) United Way Peterborough – Reaching Home – Letter of Support	<ul style="list-style-type: none"> • Mark advised board members that CMHA HKPR provided United Way Peterborough with a Letter of Support to continue as the "Community Entity" of the federal government initiative – Reaching Home, through to 2025 as planned.
In Camera Session	
15. IN Camera Agenda (under separate cover)	<p>Motion: To move 'In Camera' Moved: Mary Reader Seconded: Sandra Hamilton Carried</p>



	<p>Rise and Report: To accept the February HR Report as presented. Moved: Stephanie MacLaren Seconded: Caroline Monsell Carried</p> <p>Motion: To rise from IN Camera Moved: Mary Reader Seconded: Jim Shipley Carried</p>
Anything Else:	
16. Round Table Discussions	<ul style="list-style-type: none">• Jason expressed that onboarding went well and he looks forward to working with the CMHA HKPR Board of Directors.• Caroline expressed kudos to CMHA for the innovative approach to the strategic plan and operating plan 'storytelling' with illustrator, live event artist and muralist, Jason Wilkins and CMHA staff.
17. Adjournment	<p>Motion: To adjourn the meeting at 7:08pm. Moved: Jim Shipley Seconded: Mary Reader Carried</p>